

Be a part of Keep Williamson Beautiful's Living Green Expo, August 29, 2009. This event is KWB's endeavor to educate the people of Williamson County as to how companies can contribute to making their lives cleaner and greener.

The event will be held at the Factory at Franklin where hundreds of people shop daily. On Saturday mornings there is a Farmers Market on the grounds of the Factory where environmentally aware shoppers gather for fresh vegetables and more. These same people will be an audience green companies will want to attract. In addition this will be KWB's Environmental Leader class graduation and our annual volunteer appreciation event. Judge Larry Potter, presiding judge of the Memphis/Shelby County Environmental Court will be the speaker and we expect a large crowd to hear this 2006 Keep America Beautiful Iron Eyes Cody Award recipient.

If you are a company that is producing or selling environmental products we encourage you to participate in this event. If your company is an environmentally friendly company that reuses, recycles and reduces waste, we encourage you to participate. Booth cost is only \$150.

KWB would also encourage any companies to become a partner in this Living Green Expo by becoming a "sponsor" of the event. If your company contributes \$500 or more we will use your name on our promotional avenues and you also get a booth for your promotion.

For more information on this event, please contact:

Jo Ann Jackson, KWB Specialist 615.790.5848

Or visit www.keepwilliamsonbeautiful.org

Living Green Expo

August 29, 2009

EXHIBITOR Participation Checklist

Who Is Eligible To Exhibit:

The KWB Living Green Expo seeks to present products, services, resources and information that promote healthier, more ecologically sound lifestyles, as well as educating attendees about the environmental impacts of consumer actions and choices.

Government or nonprofit organizations whose objectives are consistent with KWB are also encouraged.

Exhibitors Must Meet at least two of these goals:

	Manufacture, sell, install and promote alternative, renewable energy
	Use "green" practices
	Produce/sell Environmentally-friendly products
	Use Efficiency Conservation
	Green building design and construction
	Pollution prevention
	Recycling
	Conserves / Protects water and/or air
	Products are less toxic and/or plant-based
	Locally or regionally produced
	Reduces waste
	Durable / Reusable products
	Recycled content
	Organic (but not certified)
	Certified (by USDA Organic; Energy Star; Fair Trade; FSC; Food Alliance; LEED; Green-e,
other)	
	Educational / Promotes environmental values
areas lil	nt Exhibitors, sponsors, and educators who can teach us how to live greener, including ke agriculture, energy, organic food and products, transportation, home building and ling, soil and water management, household items and more.
	Reduces Carbon footprint

energy efficient homes
green getaways
alternative energy
transportation
climate change
preserving the outdoors

Company reduces environmental and social impacts by using a product or service and by adopting a behavior that:

Reduces energy and uses renewable sources

• Energy-efficient lighting, appliances, and vehicles passive and active solar systems, and buying green energy

Conserves and protects water either products or in their business

- Water-conserving toilets, fixtures and appliances
- Water-conserving landscaping using rain gardens and native plants
- Constructed-wetland septic treatment systems

Nontoxic cleaning products and pest control

Water-based and low-solvent paints

Product Is derived from plants

- E-85 and biodiesel fuels
- Office furniture from waste plant material
- Hemp and corn-based Ingeo fabric

Is organically grown, sustainably produced

- Organic food and cotton
- Sustainably harvested wood, fish, etc.

Uses reduced packaging

- Bulk purchasing
- Packaging that uses biodegradable materials

Is durable, reused, designed for disassembly

- Canvas shopping bags
- Salvaged building materials
- Reconditioned electronics

Contains recycled material

- Decking made from recycled plastic and wood scraps
- Post-consumer recycled paper and other products

Is locally/regionally produced

- TN-grown food
- Other locally manufactured products



August 29, 2009

EXHIBITOR CONFIRMATION FORM

<u>YES</u>, we would like to purchase exhibitor space at the **Living Green Expo**. We are pleased to help work for a cleaner and healthier Williamson County!

	Registration includes one off table, ta	able cloth and 2 chairs
Company or Individual Name	:	
Contact Name:		
Title:		
City:	State: Z	ip:
Daytime Phone:	Evening Phone:	<u></u>
Fax:	E-Mail:	
Product and why it's gree	en:	
Company: What "green"	practices do you use.	

Exhibitor set up guidelines:

- Set up starts on Saturday, August 29, 2009 at 7:30 a.m. and must be completed by 9:00 a.m.
- All exhibits must stay up until August 29, 2009 at 4 p.m.
- Exhibit break down starts at 4 p.m. and must be completed by 6 p.m.
- Electrical outlets are not guaranteed; please notify us if you need outlets.

Please make checks payable to: Keep Williamson Beautiful 420 Century Court, Franklin, TN 37064



Booth Rules & Regulations

Please take a moment to review all the listed guidelines to ensure a successful event

NO SMOKING ALLOWED IN ANY OF THE BUILDINGS AT THE FACTORY.

*IMPORTANT: Children must stay in rented areas during events and are prohibited from running or playing in the halls of The Factory. This is for their safety and the security of the stores.

- No tents and/or awnings allowed or generators
- Propane tanks are not permitted inside Factory buildings or outside within 10 feet of a building or vehicle.
- Tables, chairs, easels, etc. may not be borrowed from businesses adjoining the Commons Area.
- Any equipment brought in must have non-marking tires so that no marks are left on the floor.
- The vendor must provide all supplies such as extension cords, scissors, tape.
- **Tape use is limited to "Gaffers Tape only.** Duct Tape and Masking tapes are not allowed. You may purchase a roll of Gaffers Tape from the Front Desk for \$10 per roll for cash.
- Decorations, signs, banners, etc. may not be nailed, stapled or drilled to Factory property. You may use wire, fishing line or Gaffers tape to hang decorations, etc.
- All cables, electrical cords, etc. must be kept away from traffic areas or taped down to prevent any hazards. Gaffer's tape required.
- The use of small particles for such as glitter, sand, confetti, etc. is NOT allowed.
- The use of candles is at your own risk and subject to inspection or prohibition by the Franklin Fire
 Department or Factory staff. Each candle must be contained in its own "hurricane glass" or votive
 container. Open flame candles are not permitted. Candles should be kept away from any
 flammable object at all times. Wax drippings causing damage or clean up labor will result in the an
 added fee for the vendor responsible
- KEEP ALL EXITS CLEAR AND UNOBSTRUCTED Decorations or equipment may not block any designated exits from the buildings. It is a violation of fire codes to hang anything from <u>fire sprinkler pipes and conduits</u> in the ceiling.
- ICE is to be discarded in the kitchen sink or in a pavement storm drain outside. **NEVER** discard ice on a grassy area as this will kill the grass.
- All trash must be bagged and moved to one of the 6 available dumpsters on the property at the
 conclusion of the event. All boxes need to be flattened and placed in the dumpster for cardboard.
 It is the vendor's responsibility to place all garbage in a dumpster and not on the ground next to a
 dumpster.
- Vendor space should be left clean, all supplies and trash removed, no tape left on floors, walls etc.

- Do not park in any fire lanes. <u>Be sure to have truck drivers who are loading or unloading rentals or other supplies move their truck when delivery is completed.</u>
- No cars or trucks are to be driven on any patio or area not designated as a loading zone. Planters or bollards are not to be moved to allow cars access to these areas.
- Vendor spaces but must maintain a noise level that does not disturb merchants or other parties that are taking place at The Factory

CANCELLATION POLICY

KWB may cancel this event by 30 days prior to event, in which case all monies paid by Vendor will be refunded. Event Vendor will be responsible for 50% of booth fee if they cancel before 45 days prior to event. If Exhibitor cancels after 45 days before show the Vendor will be liable for 100% of the total contracted space costs.

By cancelling this agreement, the Vendor forfeits all right or claim to the allocated space and Management is free to rent it to others and collect the cancellation charge as liquidated damages. In the event of cancellation of the Expo or revocation of Vendor's contract or any claim by Vendor for any damage or injury whatsoever, KWB shall not be liable for prospective profits or special, indirect, incidental or consequential damages, nor shall any recovery of any kind against KWB be greater in amount than the booth fee actually paid by the Vendor.

Vendor agrees to conduct his affairs in a legal, cooperative and considerate manner according to the local, city, state and federal laws, ordinances and the regulations of the Factory At Franklin covering fire, safety, health and all other matters.

Vendor agrees to hold harmless and to indemnify Keep Williamson Beautiful (KWB) its agents, directors, officers, employees, successors, volunteers and assigns for the loss, theft, or damage of any goods, personal property or for the injury or death to any person or for any financial liability or obligation with respect to Vendor's participation in the Expo intentionally or negligently caused by Vendor or its agents.

All points covered herein are subject to settlement by the Expo Management and KWB, who reserve the right to make such changes, amendments and additions, and such further regulations, as they consider necessary. KWB will be the final authority.

IN WITNESS WHEREOF, the parties hereto executed this instrument on the day, month and year above written each by a duly authorized Representative. By signing, Vendor agrees to have read and accepted the 2009 Rules and Regulations.

Ву:	_ By:
Title:	_ Title:
Date:	_ Date:

Sign & return this Contract with payment. Make checks or money orders payable to Keep Williamson Beautiful. Return this form to: KWB, 420 Century Court, Franklin, TN 37064.